

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Capital Program Manager	Job Family: 3
General Classification: Management	Job Grade: 40

Definition: To plan, organize, direct and supervise the Capital Program Section of the Public Works and Services Department, develop and oversee administration of the Capital Improvement Program (CIP), manage the development and delivery of funded capital improvement projects.

Distinguishing Characteristics: Receives general direction from the Assistant Public Works Director. Exercises direct and indirect supervision over professional, technical and clerical staff as well as various consultant contracts. Possession of highly developed writing skills as well as interpersonal team building and negotiating skills is critical to this position.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Establish and track goals and objectives for the Capital Program Section and develops procedures, policies, record keeping and overall program administration for the section.
2. Coordinate and supervise the work of the Capital Program Section, including formulating and assigning project assignments and other work assignments.
3. Develop services or methods to assist other City departments and staff in developing project proposals and planning, scheduling, designing, constructing and/or acquiring capital improvements.
4. Work with the City Council, City Manager and staff from various City departments in determining priorities and developing schedules for CIP projects; managing publication and distribution of proposed and adopted CIP schedules and periodic project status reports.
5. Implement the Capital Improvement Program and other programs and projects as approved by the City Council and directed by the Assistant Public Works Director.
6. Review CIP project budgets in the Capital Program Section operating budget and maintain budget control for the Capital Program Section.

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7. Assemble and analyze information and prepare reports for the City Council, City departments, the public and news media.
8. Hire, evaluate and promote personnel.
9. Negotiate capital project agreements and contracts.
10. Work with other Public Works and Services sections and divisions, as well as other City departments, public agencies, Council-appointed commissions and committees in the development and implementation of the CIP.
11. Other duties as required.

Minimum Qualifications:

Knowledge of: Project management principles and techniques; procedures for planning and establishing plans, specifications, construction and inspection for municipal capital improvement projects; principles and practices of supervision and personnel management; principles and practices of public administration; budget preparation and administration; applicable laws and ordinances; design and construction principles, methods, materials and equipment used on Public Works construction, including, but not limited to, building systems and over civil engineering works; other City departments, agencies and organizations affected by capital improvement projects.

Ability to: Coordinate and supervise municipal capital improvement projects, equipment acquisition projects and consultant studies; develop and administer contracts for professional design services and construction work; manage professional project management, engineering and office staff; apply and interpret project management principles and techniques; plan and conduct effective meetings; establish and maintain effective working relationships with City officials, consultants, contractors, the general public and fellow employees; train, supervise, direct and motivate employees; prepare and administer CIP budget and section operating budget; coordinate the work of the section with other sections, divisions, departments, agencies, utilities and contractors.

Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Five years of progressively responsible experience in professional project management, two of which require the supervision of professional project management or other professional employees; equivalent to graduation from an

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accredited college or university with a bachelor's degree in public administration, business administration, civil engineering or a related field.

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Required Licenses or Certificates: Possession of a valid California driver's license.

Established July 1989

Revised August 1998

CLASS SPECS

CS129-M^